

# CHIEF OF ENVIRONMENTAL MANAGEMENT

**GRADE: 27**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Chief of Environmental Management performs complex professional and difficult administrative work leading the Environmental Management Division in developing, implementing, and ensuring compliance with citywide environmental policies and programs. The work requires considerable tact, discretion and persuasion often involving difficult negotiations to carry out organizational goals and resolve problems. Work is strategic in nature and is subject to broad policy guidance from the Director of Public Works. The physical demands are light and the working conditions can involve considerable mental effort and stress.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Manages the environmental program for the City consisting of environmental documentation, compliance, hazardous and toxic material and waste management, drinking water quality, pollution prevention, air and noise pollution, solid waste minimization, wetlands, aquatic species, pest management, and Chesapeake Bay initiatives.
- Develops, coordinates, and implements a Citywide Environmental Management System (EMS) ensuring a continual cycle of planning, implementing, reviewing

and improving the processes and actions that the City undertakes to meet its business and environmental goals.

- Develops, coordinates, and ensures implementation of an environmental strategy supporting the Mayor and Council's Vision Priorities to develop a framework and inventory of practices that will move Rockville toward being a sustainable, energy saving, and environmentally sensitive community.
- Plans for and implements oil and hazardous waste spill prevention and cleanup. Assigns project managers for environmental projects.
- Provides leadership for assigned staff.
- Develops, executes, and monitors the division's operational budget and any CIP projects assigned to the division.
- Maintains current knowledge of and ensures compliance with Rockville, Montgomery County, Maryland, and federal environmental laws, statutes, ordinances, regulations, policies, and goals including air quality; source and drinking water quality; storm water quality, and soil quality. Coordinates NPDES permits.
- Develops City policies, ordinances, and code to delineate environmental responsibilities, policies, and standards.
- Initiates, develops, and executes public awareness and education programs to stimulate and maintain interest in and support of environmental protection, preservation, compliance, and enhancement. Promotes outreach to seek public input and enlist volunteer support to Rockville environmental programs and initiatives.
- Coordinates and provides environmental training for City staff.
- Meets with citizens groups; neighborhood associations; the Mayor and Council; the Planning Commission; Board of Appeals and others to make presentations of data, issues, findings and recommendations; answer questions; defends environmental assessments and recommendations. Explains environmental impacts and policy implications of proposed development and actions.
- Represents the City on environmental matters with COG, ICPRB, county, state, and federal agencies.
- Prepares grant applications, requests for proposals and contracts to implement the environmental program.
- Conducts stream monitoring. Develops appropriate watershed-based stream monitoring program to assess the current condition and measures improvements and degradation of Rockville streams.
- Coordinates volunteer monitoring activities with the watershed-based monitoring and education program.
- Promotes recycling and other environmental initiative through public awareness and education.
- Researches and analyzes environmental information to prepare environmental assessments for rezoning, special exception, variance and other applications for land redevelopment in Rockville. Assessments include an evaluation of the potential impacts of the proposed land use on water quality, soils, forests, topography, and ecological resources.

- Conducts site investigations to identify existing conditions, observes habitat quality, and determines environmental impacts of specific proposals.
- Evaluates development proposals and proposed Master Plan or Watershed Management Plan amendments for conformance with established environmental goals and policies. Proposes mitigation measures to reduce identified environmental impacts. Negotiates with applicants and their agents.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a Bachelor's degree (Master's degree preferred) from an accredited university or college with major course work in environmental or natural sciences or closely related area and six years of progressively more responsible experience in environmental science, natural resource management, environmental or natural sciences or closely related field including management/supervisory experience. Possession of an appropriate driver's license valid in the State of Maryland.

### **Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of environmental programs related to environmental documentation, hazardous and toxic material and waste management, drinking water quality, pollution prevention, air and noise pollution, solid waste minimization, wetlands, aquatic species, pest management, and Chesapeake Bay initiatives.
- Thorough knowledge of the principles and practices of hydrology, agronomy, aquatic ecology, wetlands, soils, geomorphology, land use planning and environmental sciences as applied to the water resources management field.
- Thorough knowledge of the principles and practices of environmental management systems and resource planning including natural resources, biological or ecological principles and practices.
- Thorough knowledge of Rockville, Montgomery County, Maryland, and federal environmental laws, statutes, ordinances, regulations, policies, and goals including air quality; source and drinking water quality; storm water quality, and soil quality.
- Computer knowledge: word processing, database management, electronic spreadsheet.
- Strong written and oral communication skills including public speaking.
- Strong organizational skills.
- Ability to lead and manage the work of others.
- Ability to perform technical research work and to give reliable advice on difficult planning projects.